



Employers Guide For On-Line Recruiting

Jobs.utah.gov

Utah Department of Workforce Services

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Employer Login Process (Existing Username & Password)

The screenshot shows the Utah Department of Workforce Services website in Microsoft Internet Explorer. The address bar displays <http://jobs.utah.gov/employer/dwsdefault.asp>. The page features a navigation bar with "for Job Seekers", "for Employers", and "for Information and Services" tabs. The "for Employers" tab is highlighted. A red arrow points to this tab with the text: "Click **for Employers** tab to access employer information pages." Another red arrow points to the "Employer Login" box on the right, which contains a "Signup" button, a "Choose Destination:" dropdown menu, a "Search Resumes" dropdown, and fields for "User Name" (containing "test") and "Password" (containing "****"). Below these fields are "Login" and "Clear" buttons. A yellow oval with a red border contains the text: "Enter Username and Password in the fields provided then select **Login**. Note: This is the **quickest** way to get into the system." A third red arrow points from the "Search for Employees" link in the "Employers" section to a text box at the bottom of the page.

For Employers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://jobs.utah.gov/employer/dwsdefault.asp> Go Links

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Department of Workforce Services Utah's Job Connection Search jobs.utah.gov GO

for Job Seekers **for Employers** for Information and Services

Employers

- Search for Employees
- Report Quarterly UI Taxes
- Seminars / Workshops
- New Hire Registry
- Recruitment Services
- Economic Information
- Hire Vets First

Services by Topic

- Adjudications and Appeals
- Child Care
- Economic Information
- Food and Financial
- Jobs

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This site is best viewed using either Internet Explorer (v6.0) or Netscape Navigator (v7.2) set for 800x600

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Employer Login Signup

Choose Destination: Search Resumes

User Name: test

Password: ****

Login Clear

May 3rd

What's New

- 22232 jobs today
- 2005 Best Companies to Work For Award Booklet
- WIA and Wagner-Peyser 2 Year Plan 30 day public comment period
- Unemployment Rate at March
- New Wage Data Available from DWS
- 82756 Searchable Resumes

Another way to log into the system is by clicking on the "Search for Employees" link. This will take you to the "Employer Services" page below. From this page click on "Find Employees – Post a Job – Search Resumes."

The screenshot shows the Utah Department of Workforce Services website in Microsoft Internet Explorer. The address bar displays <http://jobs.utah.gov/employer/emsservices.asp>. The page features a navigation bar with "for Job Seekers", "for Employers", and "for Information and Services" tabs. The "for Employers" tab is highlighted. A red arrow points to the "Find Employees - Post a Job - Search Resumes" link in the "Employer Services" section. The text box from the previous page points to this link.

Employer Services

- Find Employees - Post a Job - Search Resumes
- Find an Employment Center
- Telephone Statewide: 1-888-920-WORK (9675)
- Fax (1-801-468-0070) or E-Mail (postajob@utah.gov)
- Post a Job Order for Nationwide Recruitment at America's Job Bank.
- Search Commercial Job Posting Sites – a FEE is normally associated.
- University Internships

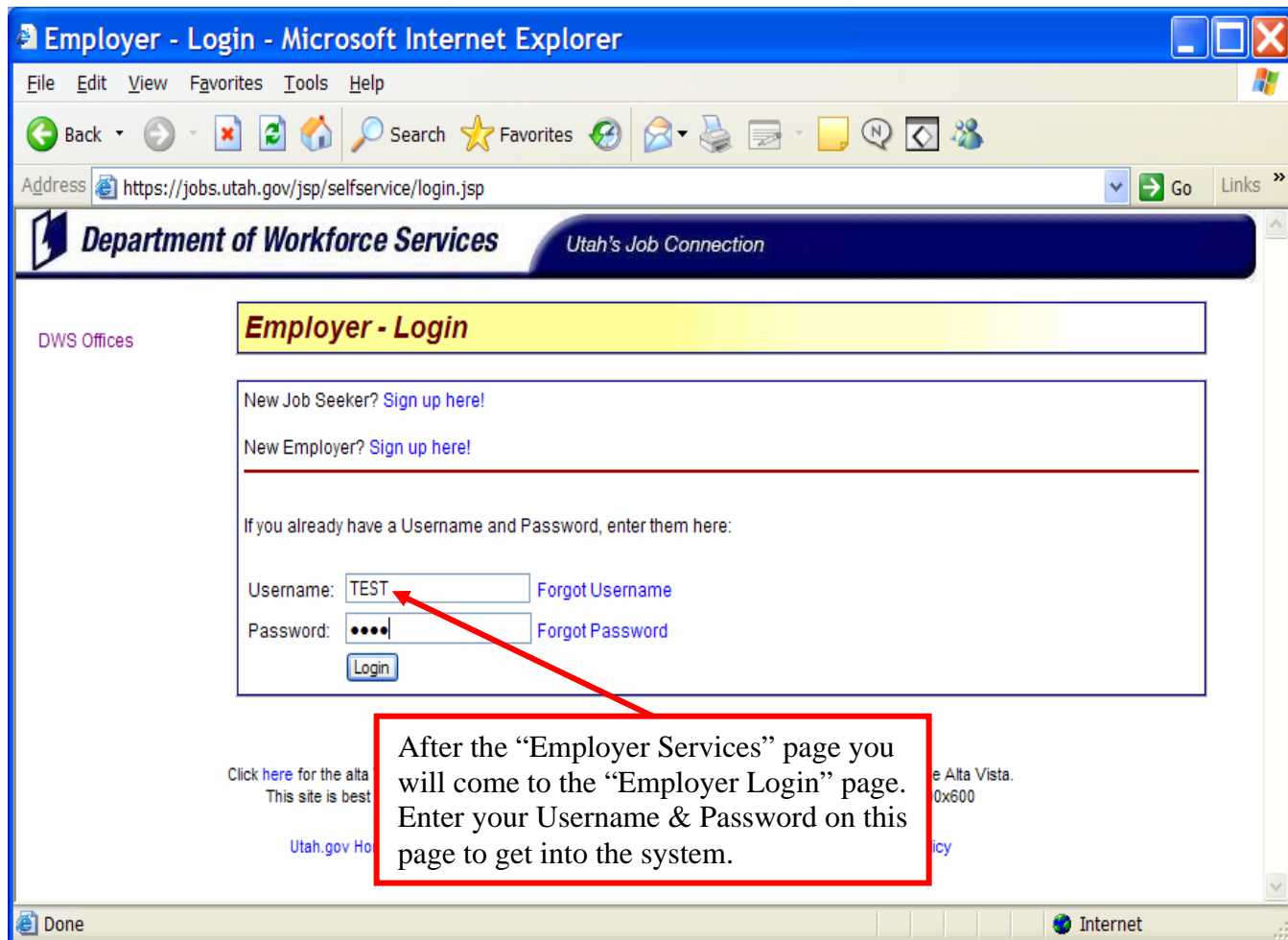
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Forgot Username Process – (Can't remember Username)

Employer - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://jobs.utah.gov/jsp/selfservice/login.jsp> Go Links

Department of Workforce Services Utah's Job Connection

DWS Offices

Employer - Login

New Job Seeker? [Sign up here!](#)

New Employer? [Sign up here!](#)

If you already have a Username and Password, enter them here:

Username: [Forgot Username](#)

Password: [Forgot Password](#)

Click [here](#) for the alta Vista Language Pack. This site is best viewed using Internet Explorer 6.0 or higher.

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Internet

If you can't remember your username, click on the "Forgot Username" link. This will take you to the "Retrieve Username" page below.

Employer - Retrieve Username - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail News RSS Feeds

Address <https://jobs.utah.gov/jsp/selfservice/employer/retrieveUsername.jsp> Go Links

Department of Workforce Services Utah's Job Connection

DWS Offices

Employer - Retrieve Username

New user? [Sign up here!](#)

Complete required (*) fields below.

If you do not know your Unemployment Insurance ID (UI ID) or FEIN, call 1-800-222-2857 for assistance.

* UI ID: (last 7 digits, no dashes)

* FEIN: (9 digits, no dashes)

Click [here](#) for the alta Vista Language Pack. This site is best viewed using Internet Explorer 6.0 or higher.

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Internet

To get your Username you will need to enter your Employer UI-ID and FEIN on the "Retrieve Username" page above.

Employer - Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/users.jsp> Go Links >>

Department of Workforce Services *Utah's Job Connection*

FAQ
DWS Offices
New Hire Registry

Employer - Users

Below is a list of Usernames for **TEST EMPLOYER**.

Select your Username or select "None of the Above (New User)".

Users:

- ☐ TEST
- ☐ PRYOR
- ☒ None of the above (New User)

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[Utah.gov Home](#)

Internet

After entering the UI-ID and FEIN you come to the "Users" page. This page will list all of the Users for the employer. Select your Username from the list. Remember your username. You will need it to login on the following page.

Employer - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/login.jsp> Go Links >>

Department of Workforce Services *Utah's Job Connection*

DWS Offices

Employer - Login

New Job Seeker? [Sign up here!](#)

New Employer? [Sign up here!](#)

If you already have a Username and Password, enter them here:

Username: [Forgot Username](#)

Password: [Forgot Password](#)

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Internet

Selecting your username from the "Users" page will take you to the "Login" page. Enter your Username and Password on this page to log into the system.

Forgot Password Process – (Can't remember Password)

Employer - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://jobs.utah.gov/jsp/selfservice/login.jsp> Go Links

Department of Workforce Services Utah's Job Connection

DWS Offices

Employer - Login

New Job Seeker? [Sign up here!](#)

New Employer? [Sign up here!](#)

If you already have a Username and Password, enter them here:

Username: [Forgot Username](#)

Password: [Forgot Password](#)

Click [here](#) for the alta Vista Language. This site is best viewed using Internet Explorer 8.0 or higher. Resolution: 1024x768 or higher. Screen Color: 24-bit Color. System: Windows Vista or higher. Processor: 1.5 GHz or higher. Memory: 2 GB or higher. Hard Drive: 100 MB or higher. [Utah.gov Home](#) | [Utah.gov](#)

Internet

If you can't remember your password, click on the "Forgot Password" link. This will take you to the "Reset Password" page below.

Employer - Reset Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://jobs.utah.gov/jsp/selfservice/employer/resetPassword.jsp> Go Links

Department of Workforce Services Utah's Job Connection

DWS Offices

Employer - Reset Password

New user? [Sign up here!](#)

Complete required (*) fields below to reset your Password.

If you do not know your Unemployment Insurance ID (UI ID) or FEIN, call 1-800-222-2857 for assistance.

* UI ID: (last 7 digits, no dashes)

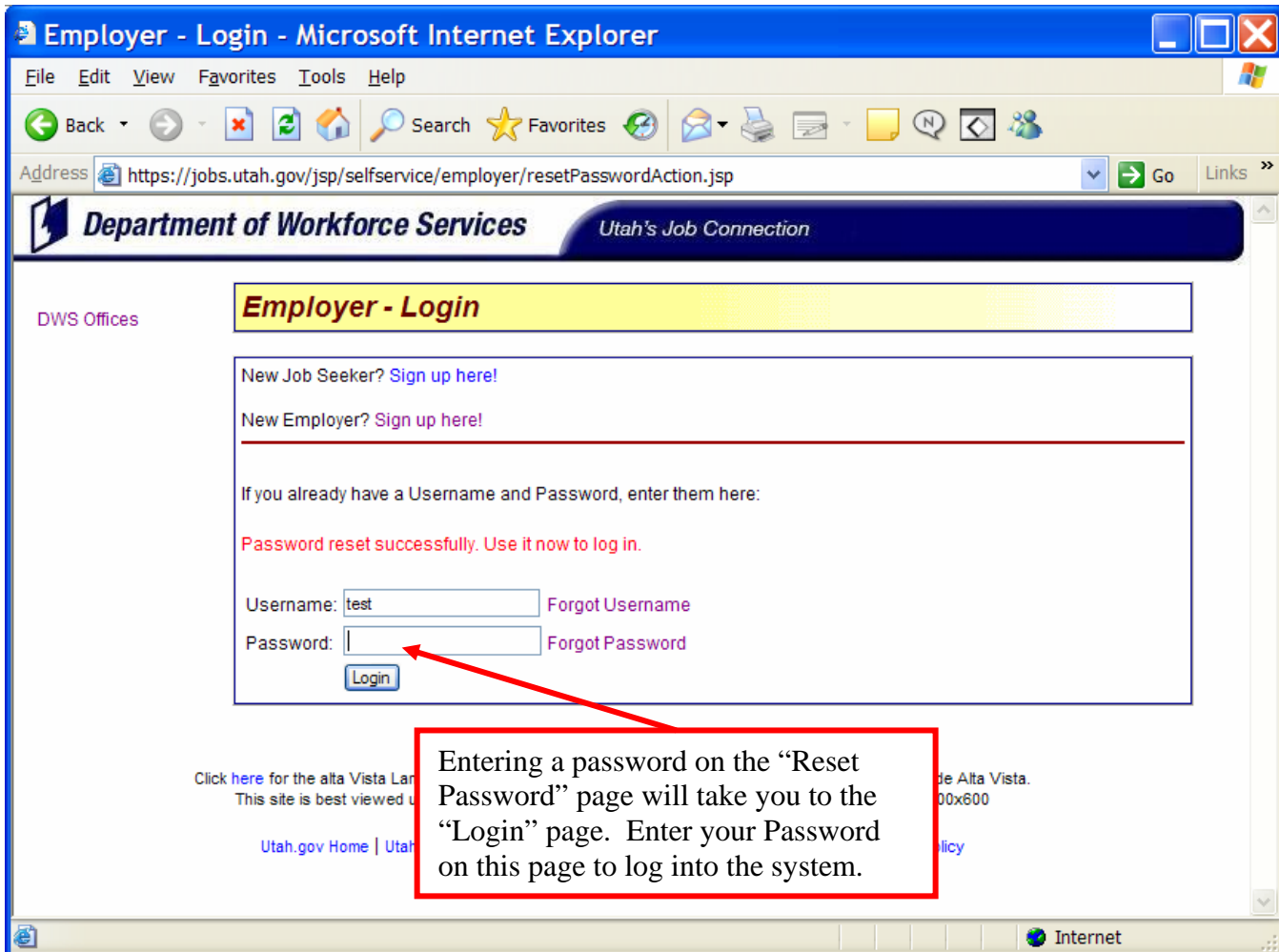
* FEIN: (9 digits, no dashes)

* Username:

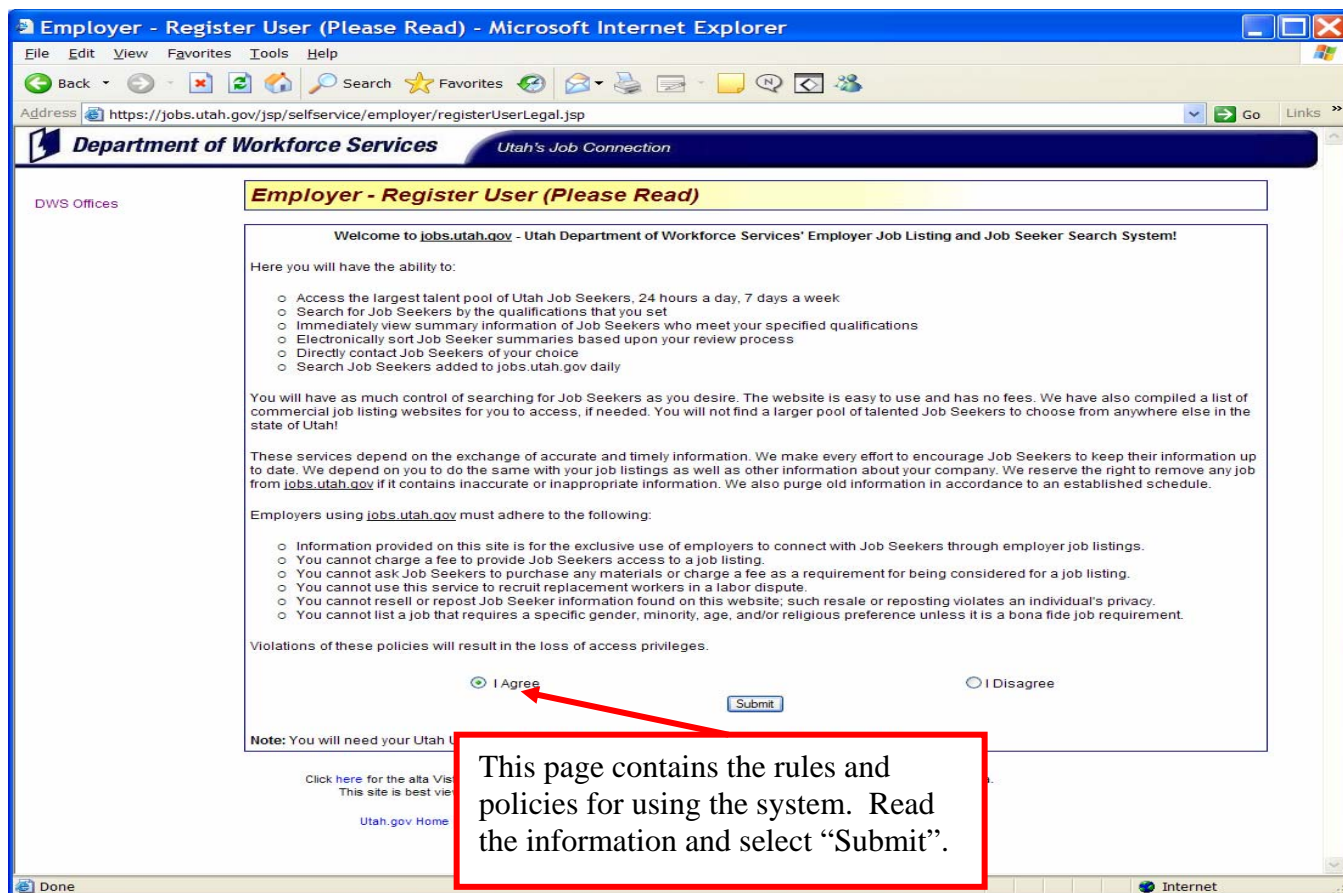
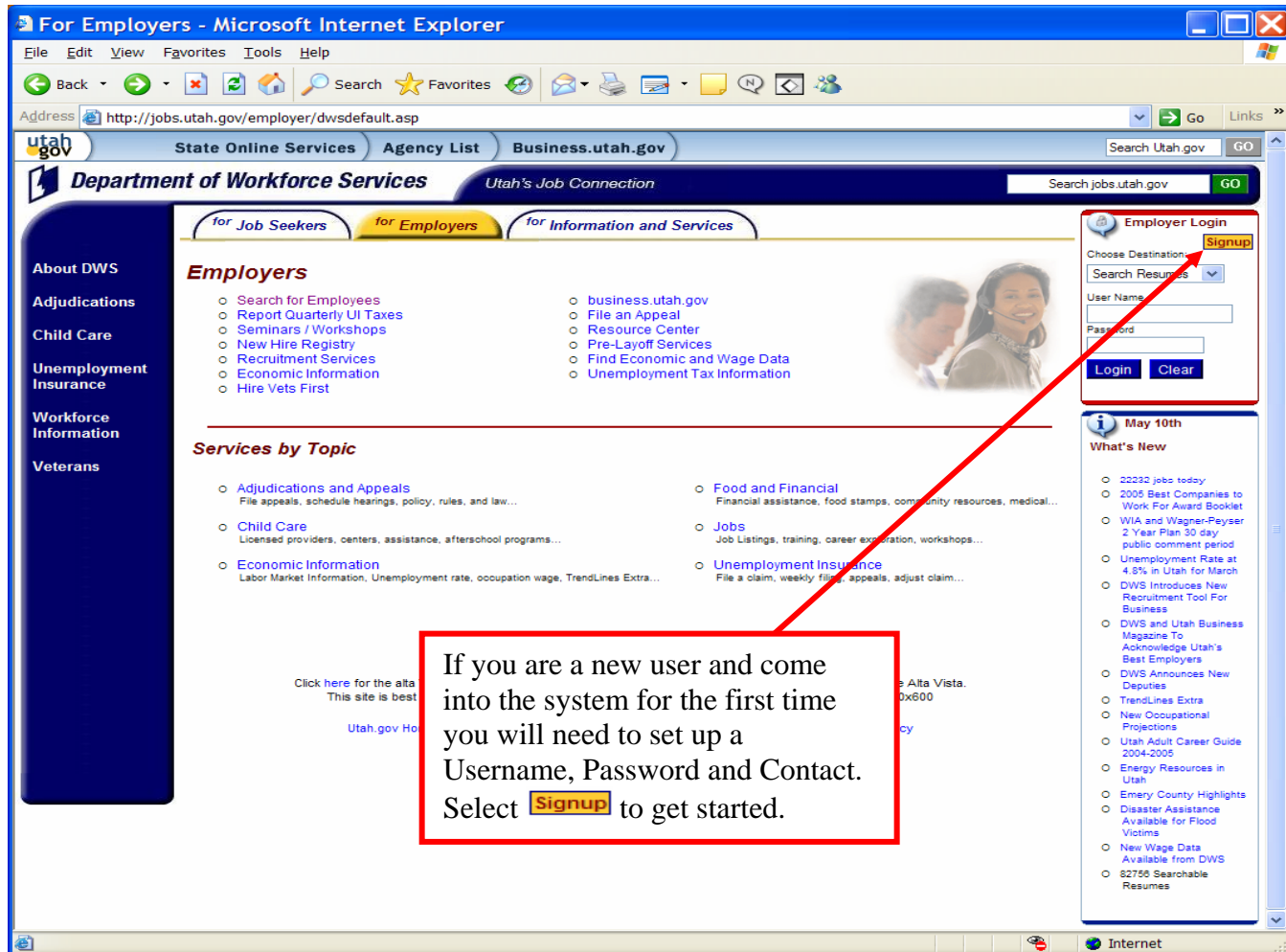
* Create New Password: (4 to 15 characters, case sensitive)

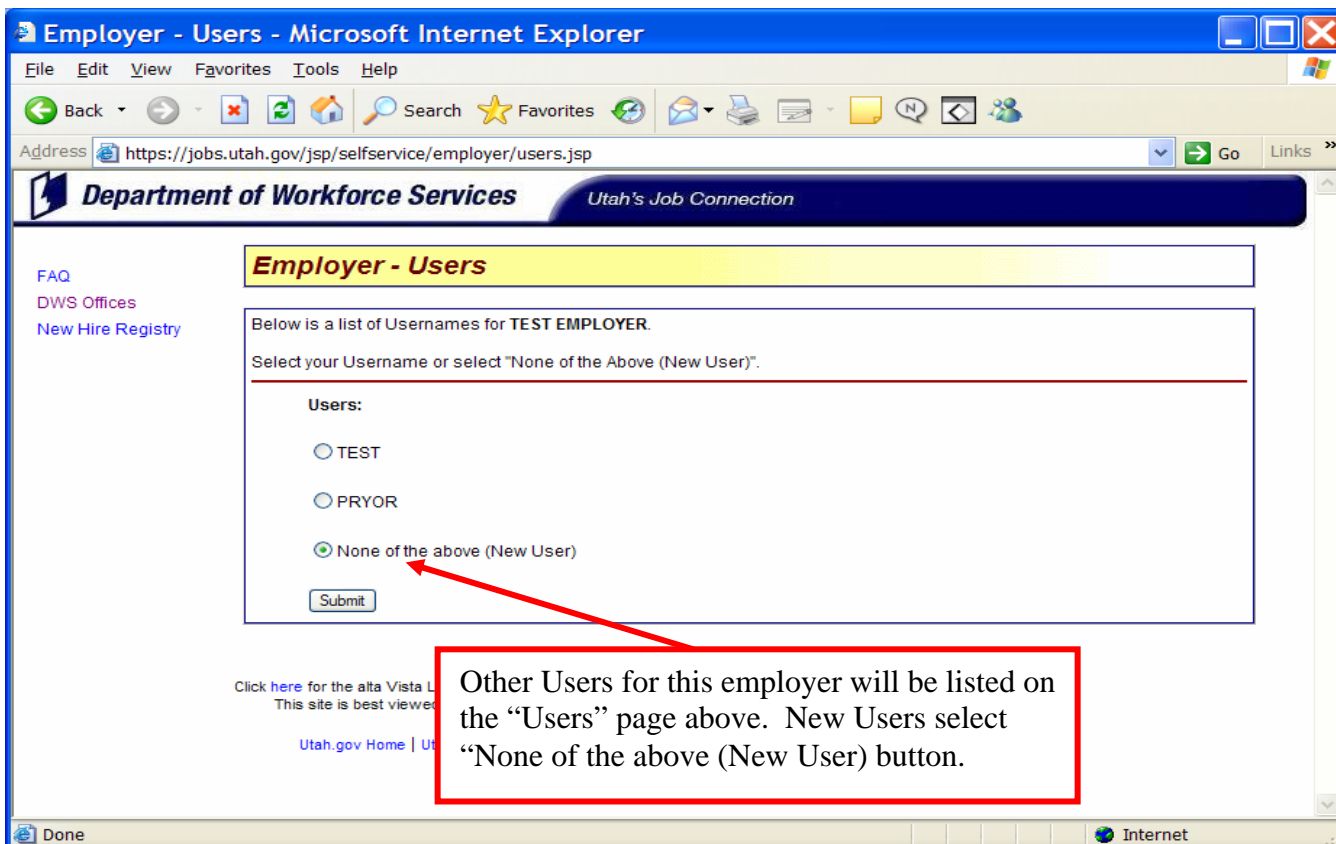
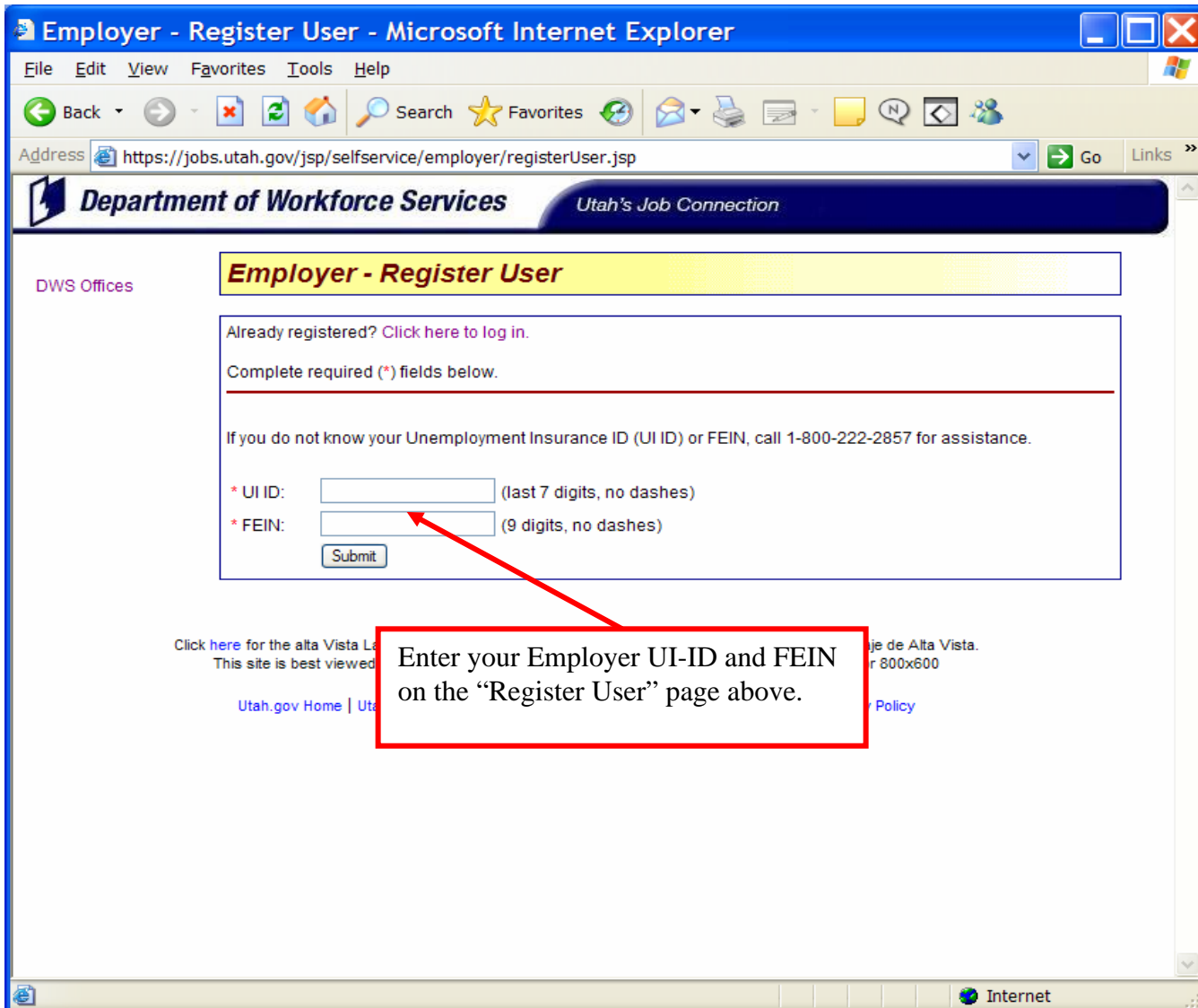
* Verify New Password: (same as Create New Password above)

To reset your Password you will need to enter your Employer UI-ID (Unemployment Insurance Identification Number), FEIN (Federal Employer Identification Number) and Username. Enter your Password in the "Create New Password" box and then re-type the same Password in the "Verify New Password box.



New User Process – (First time using System)





Employer - Contacts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/contacts.jsp> Go Links

Department of Workforce Services Utah's Job Connection

FAQ
DWS Offices
New Hire Registry

Employer - Contacts

Below is a list of contacts for TEST EMPLOYER.

Select your Contact information or select "None of the above (New Contact)".

Contacts:

- ☐ ROBERT WADE
(801)468-0041
rwade@utah.gov
- ☐ E TEST
(333)222-1111 ext 1111
adsf@asdf.com
- ☐ TEST
(333)444-5555
- ☐ MARY
(555)555-5555
jt@jt.com
- ☒ None of the above (New Contact)

Submit

The "Contacts" page lists all the employer contacts already in the system. Your information may be in the list. Click the button next to your contact information or select "None of the above (New Contact)".

Employer - User Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/userProfile.jsp> Go Links

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New Hire Registry

Employer - User Profile

Complete required (*) fields below. You must enter either First Name or Title.

The information you provide will be used by DWS if questions arise about Job Listings you create.

First Name:
Last Name:
Title:
* Address 1:
Address 2:
* City:
* State: * Zip: -
* Phone: - - Ext:
Other Phone: - - Ext:
Fax: - -
Email:
Verify Email:

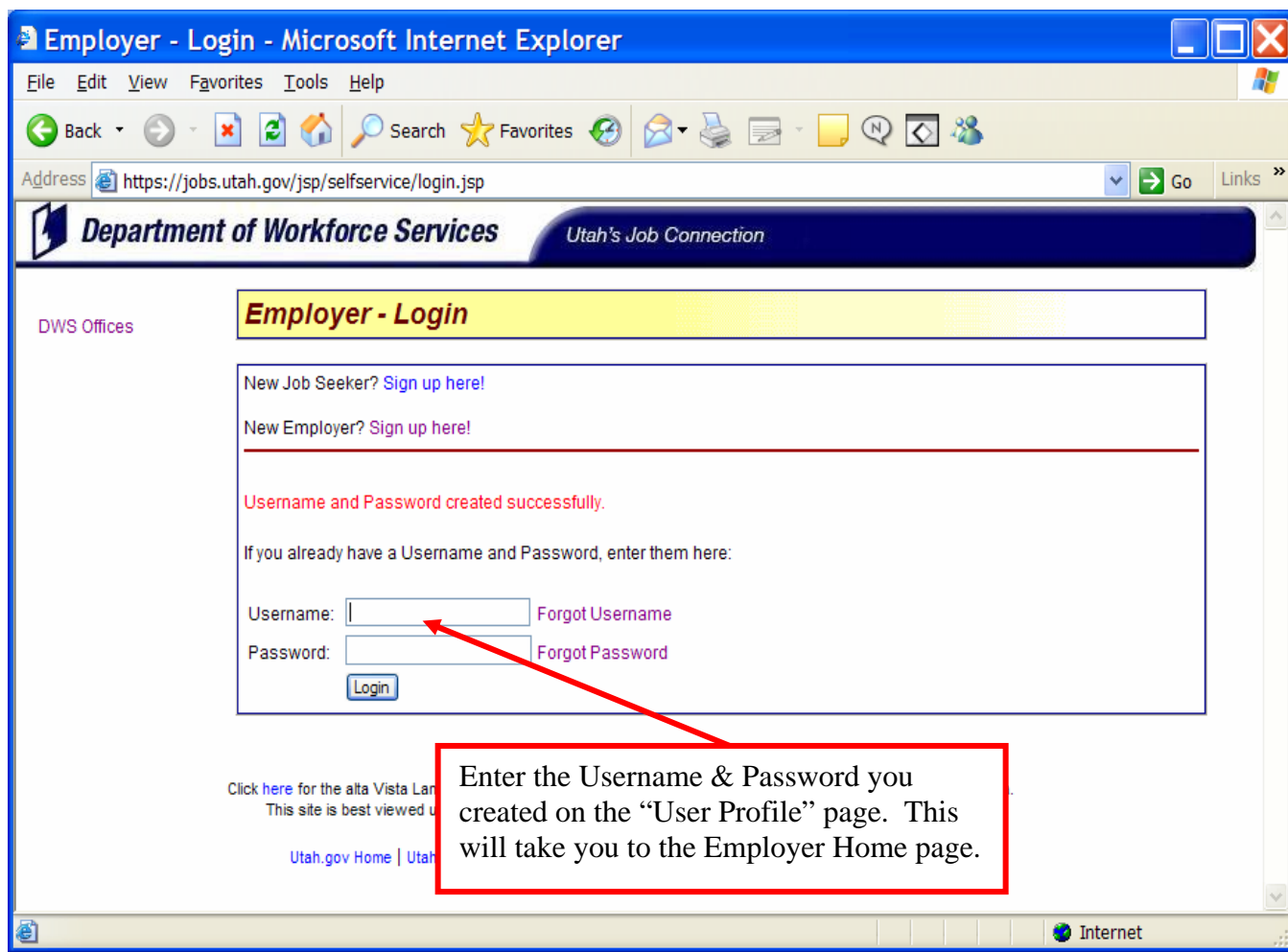
Complete required (*) fields below to create a new Username and Password.

* Create Username: (4 to 15 characters)
* Create Password: (4 to 15 characters, case sensitive)
* Verify Password: (same as Create Password above)

NOTE: Remember your Username and Password for future access.

Submit

The "User Profile" page is used to enter your Contact Information and create a Username & Password. Now you are ready to Login!



Employer Home Page

The Home page is divided into 3 sections. 1. Employer Managed Jobs. 2. DWS Managed Jobs. 3. Closed Jobs. From the Home page you can create new jobs, view & edit current jobs, copy jobs, find job seekers, review job seeker summaries, close jobs and send DWS workers email.

Employer - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/home.jsp> Go Links »

Department of Workforce Services Utah's Job Connection

TEST EMPLOYER - Home

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Online Help
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Click [Create New Job](#) to enter a new job listing in the system.

The Actions section allows you to [Finish Creating Job](#), [Review Seeker Summaries](#) you have already sorted, [Find Job Seekers](#) and [Reopen Job](#) listings.

Jobs You Are Currently Managing

Job Title	Your Job #	Status	Actions		
programmer		In Process	Finish Creating Job		Delete
TEST		In Process	Finish Creating Job		Delete
Cabinet maker		Open	Review Job Seeker Summaries	Edit	Create Copy Close
Cabinet maker	009	Open	Find Job Seekers	Edit	Create Copy Close
Job Search Test		Open	Find Job Seekers	Edit	Create Copy Close
Truck Driver		On Hold	Reopen Job	Edit	Create Copy Close

Click (Truck Driver) or any title in the Job Title column to see additional information about the job. (View Job Page)

Jobs Managed By DWS

Job Title	Your Job #	Status	DWS Representative	Actions	
Teacher Assistant		Open	Eric L. Strong (801)526-9732 ericstrong@utah.gov	Create Copy	Close
TEST		Open	Jeffrey P. Pryor (801)526-9290 JPRYOR@utah.gov	Create Copy	Close
Test Mediated Search		Open	Mary Q. Fornelius (801)526-9302 mfornel@utah.gov	Create Copy	Close

To make changes to a job click [Edit](#).

Closed Jobs

Job Title	Your Job #	Date Closed	Action
Driver	011	05/12/2005	Create Copy
TEST	Y	05/12/2005	Create Copy
Marketing Representative		05/04/2005	Create Copy
Cabinet maker		04/25/2005	Create Copy
Electronic, Mechanical Assembler	DWS 008	04/25/2005	Create Copy
Teacher Assistant	016	04/25/2005	Create Copy

Click any [column heading](#) to resort the information in the column. Data will sort in Ascending or Descending order every time you click the heading.

To open a job that is like one you may have had in the past click [Create Copy](#).

Click [Close](#) if you have a job that no longer needs to be open.

Employer View Job

Employer - View Job - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail News RSS Feeds

Address <https://jobs.utah.gov/jsp/selfservice/employer/viewJob.jsp> Go Links

Department of Workforce Services Utah's Job Connection

Employer - View Job

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Employer Job #: 016	DWS Job Listing #: 8196448
Job Title: Teacher Assistant	DWS Job Classification: Teacher Assistants

[Create Copy](#)

Job Title : Teacher Assistant
Job Description : Teacher assistant.
DWS Job Classification : Teacher Assistants
Employer Job #: 016
How Many Job Seekers Can Apply? 3
Which Job Seekers Can Apply? Job Seekers Must Apply Through DWS
Managed By : Employer

This is the information qualified Job Seekers will see:

Employer Name : TEST EMPLOYER
Email : teacher@utah.gov
Phone : Joe Joe at (801)526-9999
Fax : (801)526-8888
Appear in Person/Contact By Mail : 140 E BROADWAY
SALT LAKE CITY, UT 84111-2305
Instructions : Figure it out.
Job Title : Teacher Assistant
Job Description : Teacher assistant.
Job Location : SALT LAKE CITY, UT 84111-2305
Experience Required : 99 months
Number Of Openings : 1
Job Close Date : 05/20/2005
Starting Pay : \$8.00 - \$10.00 Hourly
Commission Or Piece-Rate Job : No
Duration : Over 150 Days
Term(s) : Seasonal
Shifts : Rotating
Work Schedule :
Days Off : Saturday, Sunday
Vehicle Required : No
Minimum Driver License Class : None
Driver License Endorsements : Not Specified
Skills / Tools : Technical Writing
Minimum Degree : Bachelors
Licenses / Certificates : Not Specified
Benefits Offered : Not Specified
Lifting Requirement : 50 to 75 lbs
Legal Minimum Age : 18

Clicking on the job title from the home page will open the **View Job** page.

The View Job page displays a summary of the job listing details. Information appears in the format that the job seeker sees when they search and find the job.

If you want to create a new job listing for the same type of job you can click on the [Create Copy](#) link.

Create New Job / Create Copy / Edit / Finish Creating Job

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Employer - Job Listing

Enter the Job Listing information and requirements below. You must complete all required (*) fields.

Your Job # :

* What is this job's Title? Example: Registered Nurse

How many Months Of Experience are required?

* What is the Description of this job? (1500 characters max)

Do not put company name or instructions on how to apply here!
Example: Administer local, inhalation, intravenous, and other anesthetics. Assess the needs of individuals, families and/or communities, including assessment of individuals' home and/or work environments to identify potential health or safety problems. Conduct specified laboratory tests. Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans. Consult with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.

* How many Openings are available? 1

* When should this job Close? 06/12/05 (mm/dd/yy) (Max date 08/12/05)

* How Many Job Seekers can apply? 250

* Which Job Seekers can apply?
☒ Qualified Job Seekers ☐ All Job Seekers

Enter Instructions for Job Seekers : (300 characters max)
Example: E-Mail resume in Word format and then call and speak to Joe to set up interview appointment.

* What is the Worksite Address for this job?

* Address 1 : 140 E BROADWAY

Address 2 :

* City : SALT LAKE CITY

* State : Utah

* Zip : 84111 - 2305

* Employer Name (for this job) : TEST EMPLOYER

* Should Job Seekers See The Employer Name? ☒ Yes ☐ No

* Which Method(s) do you want Job Seekers to use to contact you about this job? (enter information next to each checkbox you select)

☐ Email :

☐ Phone : - - Ext :

Name (optional) :

☐ Fax : - -

☐ Website :

☐ In Person at Worksite Address above

☐ Mail to Worksite Address above

What is the Starting Pay?

☐ Wage

☐ Negotiable

☒ Not Specified

Is this a Commission Or Piece-Rate job? ☐ Yes ☒ No

* What is this job's Duration? ☒ Over 150 days ☐ 4-150 days ☐ 1-3 days

* Term (check all that apply) : ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

* What Shifts are required? ☐ Day ☐ Swing ☐ Graveyard ☐ Rotating

What is the Work Schedule? Example: 8 to 5 with an hour for lunch.

What are the Days Off? ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Is a Vehicle Required to perform this job? ☐ Yes ☒ No

* What Minimum Driver License Class is required? None

What Driver License Endorsements are required? (you may select up to 5)

☐ Double/Triple Trailer ☐ Hazardous Materials ☐ Motorcycle

☐ Passenger ☐ School Bus ☐ Tank Vehicle

☐ Tank and Hazardous Materials ☐ Taxi Cab

What Skills / Tools are required for this job? (you may select up to 5)

NOTE: Include required Skill(s) / Tool(s) not listed in the Job Description (above).

What Benefits do you offer?

☐ 401K ☐ Child Care ☐ Clothing Allowance

☐ Dental Insurance ☐ Education ☐ Health Insurance

☐ Holidays ☐ Profit Sharing ☐ Retirement Benefits

☐ Sick Leave ☐ Stock ☐ Vacation

What is the Lifting Requirement for this job?

What is the required Legal Minimum Age?

Is this job a Federal Contract Job Listing? ☒ Yes ☐ No

Is this job an Affirmative Action job? ☐ Yes ☒ No

* How do you want this job managed? ☒ I will manage this job ☐ DWS will manage this job

The Job Listing page is used to Create New Jobs, Create Copies of existing jobs, Edit open jobs and Finish Creating Jobs that did not get completed.

Questions with a red * next to them are required fields.

Enter all other fields on the page that applies to your job listing.

There is an Occupational Wage Information link to help you find the most up to date wage information for your job.

When you have entered all your job information click

Default Job information will populate in many of the fields when you create a new job. On new job listings there are a few fields that have example text (Ghost Text) that disappears when you start typing in the field.

When you copy a job, the information from the job you copied from will populate on the new job listing.

You can make changes (Edit) to your job listing as long as the job is open and you are managing the job.

Suggested Job Classifications

Employer - Suggested Job Classifications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/suggestedJobClassifications.jsp> Go Links

Department of Workforce Services Utah's Job Connection

Employer - Suggested Job Classifications

Employer Job #: DWS Job Listing #: 8203682
Job Title: Driver DWS Job Classification: Pending Classification

To complete and open your Job Listing, you must now select a Job Classification.

Select a Job Classification below based on your Job Title: **Driver**

NOTE: The Job Classification is used to find Job Seekers so it is important that you select a correct Job Classification. Click on the Job Classification name for detailed information.

[Complete List Of Job Classifications](#)
[Edit Job Listing](#)

Job Classification	# Of Potential Job Seekers (Statewide)
<input type="radio"/> Bus Drivers, School	152
<input type="radio"/> Bus Drivers, Transit and Intercity	364
<input type="radio"/> Driver/Sales Workers	1397
<input type="radio"/> Library Technicians	187
<input type="radio"/> Taxi Drivers and Chauffeurs	174
<input type="radio"/> Truck Drivers, Heavy and Tractor-Trailer	3551
<input type="radio"/> Truck Drivers, Light or Delivery Services	3061

[Submit](#)

You must select a Job Classification to complete your job. This page lists some Suggested Job Classifications related to your Job Title. For a list of all the classifications click [Complete List Of Job Classification](#). Select the classification that best fits and click [Submit](#).

The number above is the number of job seekers with the classification name.

Confirm Job Classification

Employer - Confirm Job Classification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/confirmJobClassification.jsp> Go Links

Department of Workforce Services Utah's Job Connection

Employer - Confirm Job Classification

Employer Job #: DWS Job Listing #: 8203682
Job Title: Driver DWS Job Classification: Pending Classification

Your Job Title: **Driver**

The Job Classification you selected: **Truck Drivers, Light or Delivery Services**.

If the Job Classification you selected is correct, click the Confirm Job Classification button below.

If the Job Classification you selected is incorrect, press the Select Different Job Classification button below.

[Edit Job Listing](#)

[Confirm Job Classification](#) [Select Different Job Classification](#)

Job Classification cannot be changed after it is confirmed. Click [Confirm Job Classification](#) to finish entering job listing.

Job Listing Completed

Employer - Job Listing Completed - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail Print Address Book Links

Address <https://jobs.utah.gov/jsp/selfservice/employer/jobCompleted.jsp> Go Links

Department of Workforce Services Utah's Job Connection

Employer - Job Listing Completed

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Employer Job #: 011	DWS Job Listing #: 8203233
Job Title: Driver	DWS Job Classification: Truck Drivers, Light or Delivery Services

Congratulations! Your Job Listing is completed and is now open.

[Find Job Seekers](#)
[Edit Job Listing](#)

Job Title : Driver
Job Description : Drive a truck.
DWS Job Classification : Truck Drivers, Light or Delivery Services
Employer Job # : 011
How Many Job Seekers Can Apply? 250
Which Job Seekers Can Apply? Only Qualified Job Seekers
Managed By : Employer

This is the information qualified Job Seekers will see:

Employer Name : TEST EMPLOYER
Phone : (801)555-5555
Contact By Mail : 140 E BROADWAY
SALT LAKE CITY, UT 84111-2305
Instructions : send in resume.
Job Title : Driver
Job Description : Drive a truck.
Job Location : SALT LAKE CITY, UT 84111-2305
Experience Required : 12 months
Number Of Openings : 1
Job Close Date : 06/11/2005
Starting Pay : Not Specified
Commission Or Piece-Rate job : Yes
Duration : Over 150 Days
Term(s) : Part Time
Shifts : Day
Work Schedule :
Days Off : Sunday
Vehicle Required : No
Minimum Driver License Class : Class Code - A
Driver License Endorsements : Not Specified
Skills / Tools : Not Specified
Minimum Degree : None
Licenses / Certificates : Not Specified
Benefits Offered : Not Specified
Lifting Requirement : Up to 20 lbs
Legal Minimum Age : Not Specified

Click [here](#) for the alta Vista Language Translator site. Oprime [aquí](#) para el sitio del traductor del lenguaje de Alta Vista.
This site is best viewed using either Internet Explorer (v6.0) or Netscape Navigator (v7.2) set for 800x600
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Your job is complete and entered into the system. **Job Listing Completed** page displays a summary of the job listing details. Information appears in the format that the job seeker sees when they search and find the job.

From this page you can [Find Job Seekers](#) or go back and [Edit Job Listing](#). You can always click the link to go to the home page.

Home

Find Job Seekers – (Review Seeker Summaries)

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Employer - Find Job Seekers

Employer Job #:	DWS Job Listing #: 8196442
Job Title: Truck Driver	DWS Job Classification: Truck Drivers, Heavy and Tractor-Trailer

[Change Job Requirements](#)

Job Seeker Summaries Not Viewed: 1

Sorted Job Seeker Summaries:
0 Accepted
0 Undecided
0 Rejected
7 Job Seekers Viewed This Job

Job Listing Stats:
0 Received Contact Information For This Job Listing
+ 0 Referred By DWS
+ 0 Your Total Sorted Job Seeker Summaries
= 0 Total Job Seekers (after 250, Job Goes On Hold)

Job Seeker Summary
LORRIN J PRICE
637 E 780 N
PLEASANT GROVE, UT 84062-1879
(801)836-9620

Objective:
I am seeking full time employment with a stable company utilizing my skills as class a cdl driver.

Employment History:

Employer : Swift Transporta	Location : salt lake city, UT
Title : otr /local driver	Date(s) : 04/2004 - 04/2005
Description : pick up loads fr	her. pre load trailers for otr drivers
Employer : ESG	Location : Provo, UT
Title : Carpenter	Date(s) : 06/2003 - 07/2003
Description : Carpentry work.	
Employer : Okland Constr	Location : Salt lake city, UT
Title : Carpenter	Date(s) : 09/2002 - 01/2003
Description :	
Employer : NEWSTAR GEN	Location :
Title : carpenter	Date(s) : 11/2001 - 04/2002
Description : CARPENTER	

Education:

School : utah valley state collodge	Location : orem, UT USA
Degree : Associates	Date : 01/2000
School : Alpine life and learning	Location : Orem, UT U.S.A.
Degree : High School Diploma	Date : 05/2001

Skills / Tools:

- o Carpentry
- o Cement
- o Industrial Truck Driver
- o Internet Knowledgeable
- o Interstate Truck Driver
- o Local Truck Driver

Licenses / Certificates:

- o CPR
- o First Aid
- o MSHA/OSHA

Additional Skills & Accomplishments:

- o class A C.D.L.
- o Tanker endorsement
- o Hazmat
- o medical card
- o leadership running crews
- o blueprint reading

Buttons:

Notes:
Your notes about this Job Seeker:
(200 characters max)

(Disable Pop-Up Blockers)

The **Find Job Seekers** page allows you to look at Summaries of Job Seekers that meet your Job Listing qualifications.

The **Sorted Job Seeker Summaries** section lists the summaries that you have sorted into the different areas. You sort the summaries by reviewing the seeker summary information on this page and selecting one of the three decision buttons.

The **Job Listing Status** section shows you information about the number of job seekers that are getting information about the job.

If you have too many or too few summaries to review you can change your search requirements by clicking the [Change Job Requirements](#) link.

Find Job Seekers – (Sorted Job Seeker Summaries)

Employer - Find Job Seekers - Microsoft Internet Explorer

Address: <https://jobs.utah.gov/jsp/selfservice/employer/findJobSeekers.jsp>

Department of Workforce Services *Utah's Job Connection*

Employer - Find Job Seekers

Employer Job #:	DWS Job Listing #: 8183080
Job Title: Cabinet maker	DWS Job Classification: Fiberglass Laminators and Fabricators

Job Seeker Summaries Not Viewed: 6

Sorted Job Seeker Summaries:

- 2 Accepted
- 2 Undecided
- 1 Rejected

Job Listing Stats:

- 0 Received Contact Information For This Job Listing
- + 0 Referred By DWS
- + 5 Your Total Sorted Job Seeker Summaries
- = 5 Total Job Seekers (after 250, Job Goes On Hold)

0 Job Seekers Viewed This Job

This is an example of summaries that have been sorted into all three of the decision areas.

Accepted Job Seeker Summaries

Employer - Accepted Job Seekers - Microsoft Internet Explorer

Address: <https://jobs.utah.gov/jsp/selfservice/employer/acceptedJobSeekers.jsp>

Department of Workforce Services *Utah's Job Connection*

Employer - Accepted Job Seekers

Employer Job #:	DWS Job Listing #: 8183080
Job Title: Cabinet maker	DWS Job Classification: Fiberglass Laminators and Fabricators

Job Seeker Summaries Not Viewed: 6 (Find Job Seekers)

Sorted Job Seeker Summaries:

- 2 Accepted
- 2 Undecided
- 1 Rejected

Job Listing Stats:

- 0 Received Contact Information For This Job Listing
- + 0 Referred By DWS
- + 5 Your Total Sorted Job Seeker Summaries
- = 5 Total Job Seekers (after 250, Job Goes On Hold)

0 Job Seekers Viewed This Job

Job Seeker's Name	Date Accepted	Notes (Update Your Notes)
<input type="checkbox"/> FLORENSIO NAVARRO	04/20/2005	
<input type="checkbox"/> KEVIN R TORGUSON	04/20/2005	

Select All | Select None

Print Summaries **Move To Undecided** **Move To Rejected**

(Disable Pop-Up Blockers)

This page is an example of the Accepted Job Seeker summaries. The page shows 2 summaries accepted. You can click next to their names to

You can check the box next to a seeker name to move them to Undecided or Rejected.

Undecided Job Seeker Summaries

Employer - Undecided Job Seekers

Employer Job #: DWS Job Listing #: 8183080

Job Title: Cabinet maker DWS Job Classification: Fiberglass Laminators and Fabricators

Job Seeker Summaries Not Viewed: 6 ([Find Job Seekers](#))

Sorted Job Seeker Summaries: 2 Accepted, 2 Undecided, 1 Rejected

Job Listing Stats: 0 Received Contact Information For This Job Listing, 0 Referred By DWS, 5 Your Total Sorted Job Seeker Summaries, 5 Total Job Seekers (after 250, Job Goes On Hold)

0 Job Seekers Viewed This Job

Job Seeker's Name	Date Undecided	Notes (Update Your Notes)
<input type="checkbox"/> MARVIN A ALVARADO	05/12/2005	
<input type="checkbox"/> JEFFREY A CHRISTENSEN	05/12/2005	

[Print Summaries](#) [Move To Accepted](#) [Move To Rejected](#)

(Disable Pop-Up Blockers)

Rejected Job Seeker Summaries

Employer - Rejected Job Seekers

Employer Job #: DWS Job Listing #: 8183080

Job Title: Cabinet maker DWS Job Classification: Fiberglass Laminators and Fabricators

Job Seeker Summaries Not Viewed: 6 ([Find Job Seekers](#))

Sorted Job Seeker Summaries: 2 Accepted, 2 Undecided, 1 Rejected

Job Listing Stats: 0 Received Contact Information For This Job Listing, 0 Referred By DWS, 5 Your Total Sorted Job Seeker Summaries, 5 Total Job Seekers (after 250, Job Goes On Hold)

0 Job Seekers Viewed This Job

Job Seeker's Name	Date Rejected	Notes (Update Your Notes)
<input type="checkbox"/> EDMUND J WHITE	05/12/2005	

[Print Summaries](#) [Move To Accepted](#) [Move To Undecided](#)

(Disable Pop-Up Blockers)

Change Job Requirements – (Increase/Decrease Summaries)

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Use the Change Job Requirements

page to modify your search criteria. The most common reason for changing the search criteria is to increase or decrease the number of seeker summaries.

Changing the search criteria will not modify your job order information. (Changing data on this page is temporary).

After you make changes click the

Recount

button. Look to see the number of Job Seeker Summaries Not Viewed.

Employer - Change Job Requirements

Employer Job #:	DWS Job Listing #: 8196442
Job Title: Truck Driver	DWS Job Classification: Truck Drivers, Heavy and Tractor-Trailer

Job Seeker Summaries Not Viewed: 14 ([Find Job Seekers](#))

Sorted Job Seeker Summaries:

0 Accepted
0 Undecided
0 Rejected

7 Job Seekers Viewed This Job

Job Listing Stats:

0 Received Contact Information For This Job Listing
+ 0 Referred By DWS
+ 0 Your Total Sorted Job Seeker Summaries
= 0 Total Job Seekers (after 250, Job Goes On Hold)

Temporarily Change Job Listing Requirements To Find Job Seekers:

Where do you want to find Job Seekers?

☒ In My Local Area ☐ Statewide

Find Job Seekers with this Job Classification:

Truck Drivers, Heavy and Tractor-Trailer...

How many Months of Experience are required?

12

Find Job Seekers using these Key Words:

☒ And ☐ Or

What is the Starting Pay?

Occupational Wage Information

☒ Wage

\$ 15 to \$ 20 per Hour

☐ Negotiable

☐ Not Specified

Is this a Commission Or Piece-Rate job?

☒ Yes ☐ No

* Term (check all that apply):

☒ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

* What Shifts are required?

☒ Day ☐ Swing ☐ Graveyard ☐ Rotating

What are the Days Off?

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☒ Sun

Is a Vehicle Required to perform this job?

☒ Yes ☐ No

* What Minimum Driver License Class is required?

Class Code - C

What Driver License Endorsements are required? (you may select up to 5)

☒ Double/Triple Trailer

☐ Hazardous Materials

☐ Motorcycle

☐ Passenger

☐ School Bus

☒ Tank Vehicle

☒ Tank and Hazardous Materials

☐ Taxi Cab

What Skills / Tools are required for this job? (you may select up to 5)

Industrial Truck Driver

Interstate Truck Driver

Local Truck Driver

NOTE: Include required Skill(s) / Tool(s) not listed in the Job Description (above).

* What Minimum Degree is required for this job?

High School Diploma

Find Job Seekers that Major In:

What Licenses And/Or Certificates are required? (you may select up to 2)

What are the Lifting Requirements for this job?

Up to 20 lbs

Recount

Close Job Listing (Close Job Warning)

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[New Hire Registry](#)
[Help](#)
[Comments/Suggestions](#)

Employer - Close Job Warning

Employer Job #:	DWS Job Listing #: 8183080
Job Title: Cabinet maker	DWS Job Classification: Fiberglass Laminators and Fabricators

Job Title : Cabinet maker
Job Description : Will make cabinets. Must know how to use a router, chop saws, jigs, band saws, ect. Must have min 2 years experience working in a woodworking shop. Must have a valid driver's license to drive company vehicle for deliveries.
Job Classification : Fiberglass Laminators and Fabricators
Your Job # :
How Many Job Seekers Can Apply? : 250
Which Job Seekers Can Apply? : Job Seekers Must Apply Through DWS
Managed By : Employer

Once the above Job Listing is closed, you will no longer be able to find Job Seekers for it or make any changes or corrections to it.

Are you sure you want to close this Job Listing?

(Disable Pop-Up Blockers)

When you close a job listing the **Close Job Warning** page will open. Decide if you really want to close the job. If you do click **YES - Close Job Now** if you don't click **NO - Do Not Close Job**

Internet

Job Hire Info (When Closing Job Listing)

Employer - Job Hire Info

Employer Job #: 009	DWS Job Listing #: 8198919
Job Title: Cabinet maker	DWS Job Classification: Cabinetmakers and Bench Carpenters

Thank you for posting your Job Listing at utah.jobs.gov!

1 Job Seeker(s) received information about this Job Listing.

To help us serve you better, enter information below for Job Seekers hired for this Job Listing.

NOTE: Entering hire information here does not update the [New Hire Registry](#).

Hire Entry

First Name:
Last Name:
SSN: - -

First Name:
Last Name:
SSN: - -

If you close a job listing the **Job Hire Info** screen opens. Use this screen to enter the name(s) and SSN(s) of the job seeker(s) that you hired. This information does not go to the New Hire Registry. Click the [New Hire Registry](#) link to report new hire information.

Internet

Change Contact Information

Employer - Change Contact Info - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News Groups Feeds

Address <https://jobs.utah.gov/jsp/selfservice/employer/changeContactInfo.jsp> Go Links

Department of Workforce Services Utah's Job Connection

Employer - Change Contact Info

Complete required (*) fields below. You must enter either First Name or Title.

The information you provide will be used by DWS if questions arise about job listings you create.

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[Change Username](#)

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First Name:
Last Name:
Title:
* Address 1:
Address 2:
* City:
* State:
* Phone: - -
Other Phone: - -
Fax: - -
Email:
Verify Email:
* Zip: -
Ext:
Ext:

From this page you can also access pages to change your Username and/or Password. Click the [Change Password](#) or [Change Username](#) links to make these changes.

The **Change Contact Info** page can be used to modify your contact information. DWS may use this information to contact you if needed.

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Internet

Change Password

Employer - Change Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/changePassword.jsp> Go Links

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Employer - Change Password

Complete required (*) fields below.

* Username:

* Current Password:

* Create New Password: (4 to 15 characters, case sensitive)

* Verify New Password: (same as Create New Password above)

NOTE: Your Username will not be changed.

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Done Internet

To Change Password you need to enter your Username, Current Password, Enter your New Password and Re-enter your New Password.

Change Username

Employer - Change Username - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.utah.gov/jsp/selfservice/employer/changeUsername.jsp> Go Links

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Employer - Change Username

Complete required (*) fields below.

* Current Username:

* Password:

* Create New Username: (4 to 15 characters)

* Verify New Username: (same as Create New Username above)

NOTE: Your Password will not be changed.

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Done Internet

To Change Username you need to enter your Current Username, Password, Enter your New Username and Re-enter your New Username.